

## **License Renewal**

- All facility licenses expire on December 31<sup>st</sup> of each year regardless of when an initial license was issued.
- Renewal applications are mailed out by bureau staff no later than September 30th of each year.
- If you have not received a renewal application by October 15<sup>th</sup> please contact the Bureau of Health Care Quality and Compliance at 775-684-1030 and one will be sent to you.
- The licensee must sign the renewal application, enclose the renewal fee or use the designated electronic payment system, and include copies of all required documents and mail the packet and evidence of electronic payment to:

**Bureau of Health Care Quality and Compliance**  
**727 Fairview Drive, Suite E**  
**Carson City, Nevada 89701**  
**775-684-1030**

- Renewal applications will not be reviewed unless payment or evidence of a payment is included with the packet. This may result in a late fee if proper payment is not received by the due date.

## **IMPORTANT DATES FOR YOU TO REMEMBER**

**November 1<sup>st</sup>** — Installment plan agreements must be received or be postmarked on this date. Installment plans are available only for Residential Facilities for Groups, Homes for Individual Residential Care, Transitional Living Facilities for Released Offenders and Halfway Houses for Recovering Alcohol and Drug Abusers.

**November 15<sup>th</sup>** — All renewal applications must be received by or be postmarked on this date. There is no grace period. If the 15<sup>th</sup> falls on a Saturday or Sunday, renewal applications will be accepted on the immediately following Monday.

For late renewals, Nevada Administrative Code (NAC) 449.0116(2) states that an additional charge of an amount equal to one-half the amount of the fee required for the renewal of the license will be applied to renewal applications received after November 15<sup>th</sup>.

**December 31<sup>st</sup>** — If you have not renewed your facility license by 5:00 pm on December 31<sup>st</sup>, or if your renewal application is incomplete, you must contact our office as soon as possible to submit all required information and fees for an initial license to avoid denial of the renewal application and/or penalties for operating without a license.

## **HOW TO PAY THE RENEWAL FEE**

All renewal applications must be accompanied by the fee as specified in NAC 449.013 to 449.0168 and can be paid by check, money order, cashier check, E-pay or by wire transfer. For renewal fees equal to or in excess of \$10,000, a wire transfer or E-pay is mandatory and is optional for renewal fees less than \$10,000. Please contact the Carson City office for information on wire transfers.